

How a Boston Teacher Must be Hired...

EST. TIME LINE

DECEMBER

Source: Boston Teachers Union Contract, discussions with BPS Office of Human Resources and BTU leadership

JANUARY

Teacher preference sheets distributed

FEBRUARY

GOVDOC

XI
BMC
99/1

MARCH

MID MARCH

APRIL

MID APRIL

LATE APRIL

MAY

JUNE

LATE JUNE

JULY

AUGUST

AUG/SEPT

PRELIMINARY WORK

Schools and central office identify staff needs for upcoming school year
Decisions are made whether to make provisional teachers permanent

FIRST OPEN POST THRESHOLD

School Site Council determines if
1) vacant position includes a stipend of greater than \$1,000 or 2) if position involves less than 50% program area teaching duties

NO
Posted as regular transfer unless faculty vote otherwise

YES
Goes automatically to open posting standing

Qualified teachers on recall list get preference to fill permanent vacancies after 3/15

RECALL RIGHTS
Recalled teachers have 3 days to accept position. If rejected, recall rights terminate

SECOND OPEN POSTING THRESHOLD & VOTE

School determines if vacancies should be referred to faculty vote

NO
Vacancy Remains Transfer Standing

YES
Open Posting Vote By Faculty & Principal
Job MUST demonstrate 1) No clear program area or 2) Require special qualifications. 60% Faculty vote required

60% Vote Fails
Vacancy Remains Transfer Standing

60% Vote Prevails
Open Posting Standing Authorized

ROUND 1 INTERNAL TRANSFER CIRCULAR (MARCH 1)

HR distributes list to all schools and BTU. No External Publication.

APPLICATION PERIOD-15 SCHOOL DAYS

Teachers make up to 5 requests by school, by program

2 FORMS DISTRIBUTED Transfer-out (actual vacancies) & Teacher Assignment Preference Request (TAPR) (possible vacancies)

TAPRs forms or "wish lists" applications remain at HR until needed later in year

HUMAN RESOURCES CHECKS ELIGIBILITY OF ALL TRANSFER APPLICANTS
All applicants must be BPS teachers with appropriate certification. Provisional teachers can only apply for their current job. A teacher with 2 interim unsatisfactory evaluations from Sept-Feb may be rejected by School. A teacher with an overall annual unsatisfactory evaluation has no transfer rights

VACANCIES WITH TRANSFER POSTING STANDING

School must select 1 candidate by majority vote w/ principal ok. If can't agree, must select from 3 most senior applicants
If no candidates appear or withdraw, then vacancy must be filled via Excess Pool (Round 2)
No public advertisement allowed

VACANCIES WITH OPEN POSTING STANDING

May reject entire slate of candidates
Vacancy Posted on April Open Post Circular

10 DAY BTU CHALLENGE PERIOD

BTU may challenge posting if it believes vacancy was known to exist prior to March 1 but School failed to post it.

HR refers any challenge to School Site Council with vacancy
60% school faculty vote required to sustain challenge

Challenge Sustained
Challenge Defeated

Vacancy Must Be Filled Via TAPR

Schools receive TAPRs from HR and conduct interviews

School must select from TAPR applicants, even if only 1 person applies

YES
HR matches all first choices by seniority with principal first choice. Process continues until all vacancies are filled. All applicants must get one of 3 choices

NO
If not qualified for any vacancy, a teacher will be assigned in a suitable professional capacity, including sub service and will remain eligible to fill vacancies as they occur

Could be placed into "substitute service"
Could apply for new vacancy in June (RARE)

ROUND 2 INTERNAL EXCESS POOL (MID-APRIL)

1) perm or temp vacancies 2) Transfer-out vacancies
3) Others that occurred after 3/1

BIDDING ON VACANCIES BY SENIORITY

All teachers must make 3 bids. Second most junior has 2 bids and most junior has 1 bid
(Only enforced if there are more applicants than positions)
Only 1 bid may be made per school

When vacancy receives 3 bids, it is closed

HR and School determine if bidders are qualified to fill vacancies

OPEN POSTING PROCESS (APRIL/MAY)

OPEN POSTING CIRCULAR

Unfilled perm vacancies with open post standing advertised via circular and in newspapers

30 Day Applic. Period

School selects from pool until job filled

Round 3 is when most outside candidates can begin application process

ROUND 3 PUBLIC POSTING (JUNE 1)

Includes unfilled open postings, new permanent vacancies occurring since Excess Pool completed. HR distributes to all schools, BTU & public.

30 Day Application Period

Applicants may be from outside or inside BPS, perm teachers, Paras, Substitutes, TAPR applicants or remaining excess pool candidates

PARA/SUB CONSIDERATION

Qualified paras & subs recommended by HR may submit 5 choices from June 1 posting. School must give these applicants first consideration.

HR sends all eligible applications, including TAPRs, to School as positions open.

School receives applications and conducts interviews regardless of seniority. Qualified paras, subs & new hires are given first consideration

Select candidate by majority vote w/ principal in majority.

HR notifies selected candidate

May reject all applicants

School must re-post vacancy on next circular

OTHER SUMMER POSTINGS

New & unfilled vacancies after June 1

June 1 - August 15

HR posts-mails new and unfilled vacancies to teachers and makes public advertisement

HR refers applicants to School and positions may be filled 10 days after posting

August 15-School Opening

HR posts-mails new and unfilled vacancies to teachers and makes public advertisement

HR refers applicants to School and positions may be filled 3 days after posting

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